

Federal City Performing Arts Association

Board of Directors

Meeting Minutes

A regular meeting of the 2002-2003 Board of Directors
2801 M Street, NW, Washington, DC
Wednesday, March 5, 2003

Present

Board: Streit, McGee, Mahaffey, Cole, Cohen, Reiffer, Baker, McClelland, Herman, Benton, Lewis (by phone), Ohnmacht

Proxy: McGee has Brayton's undirected proxy

Staff: Bielenberg, Buhrman

Absent: Hammett

Guest: Jerry Lee (Capital Club Vice-Chair)

Call to Order

1) Chairman Streit called the meeting to order at 7:00 PM.

Approval of Minutes

McGee moved that the Minutes of the Regular Board of Directors Meeting of December 11, 2002 be accepted as distributed. Reiffer seconded and motion was carried.

Treasurer's Report

The March report was distributed. Lewis stated that overall, we are in excellent shape. Through January 31, we are more than \$20,000 ahead of projections. Successes: Cabaret ticket sales; Capital Club contributions. Disappointments: holiday concert individual ticket sales and season subscriptions. Warning signs: CD production and manufacturing costs which are over budget and corporate contributions which are significantly below projections.

- A discussion ensued on totals, reflection of representation in reports of numbers over and under projections, and other related issues. It was recommended that for each Board meeting, an addendum be prepared showing where differences are between projections and present status, and that the report be annotated with reasons for this. By so doing, there will be better use of Board meeting time. It was further suggested that McClelland join Lewis and Bielenberg to prepare documents and respond to questions up front to expedite presentation at discussion at Board meetings.

Lewis wished to thank Streit, Bielenberg and Baker for efforts.

Cole moved to accept the financial report as presented. McGee seconded and the motion was carried.

Capital Club Report

Baker thanked everyone for their thoughts and good wishes during his recent illness. He then introduced Jerry Lee who has agreed to serve as Vice-Chair of the Capital Club, replacing Bob Wonneberger who passed away late last year. Lee was warmly welcomed by all present.

Baker reported that Capital Club contributions are doing well. Thus far \$53,000 has been received, representing 97% of budget. There are 48 households that have not yet renewed, and Gannon, Bielenberg and Streit have been active in contacting these individuals. Thus far, eight of those who had not previously renewed have indicated that they will do so.

On the expense side, Baker stated that they are being careful in monitoring the expenses for such events as pre-concert parties, Cocktails with the Conductor, etc.

The annual meeting and party will be held at a yet-to-be-determined mid-week date in June.

National Endowments will be completed and distributed prior to the March concert, and will feature information on the Auction.

Executive Director's Report

Bielenberg reported that we have received a \$500 grant from Brother Help Thyself.

A successful cultivation event was held at the home of Alan Savada and Will Stevenson on February 25. Six prospective donors were in attendance. Bielenberg expressed his appreciation to Savada and Stevenson for hosting, to the Board members who brought prospective donors, and to Board member Brayton for underwriting catering and bar expenses for the evening.

Armentrout and Hann continue to move ahead on Auction planning. Auction is scheduled for 4:30 - 8:30 to allow showing of the Kentucky Derby. Paula Hantman will again serve as auctioneer with Ester Goldberg and Jennifer Cover Payne (Executive Director of the Cultural Alliance of Greater Washington) serving as "honorary auctioneers."

The Development Committee will meet shortly, and will concentrate on the areas of individual giving and the auction.

Regarding ticket sales, single ticket sales for When Pigs Fly exceeded budget goals; subscription sales are behind budget; early ticket sales for Love is All You Need are strong.

Music Division Report

Buhrman reported that we have high visibility in the community. We have received more invitations to perform than we had previously.

Buhrman reviewed plans for upcoming shows, and identified three new commissions for June 2003, December 2003, and June 2004.

The Workshop for Educators scheduled for April 29, has good advance registration.

The Chorus continues to grow. Current singing membership is over two hundred.

Discussion ensued in a number of areas: promotion for June concert - perhaps a story on one of the young people coming to perform; collaboration with other choruses in producing shows and commissions.

Cole suggested reinstituting the membership feedback form for concerts. This will be referred to the Membership Team.

Buhrman distributed the proposed program for the 2003-2004 concert season. Included are three performances of A Brassy Sassy Holiday for the holiday concert; four performances of Bye Bye Birdie for the Spring, and a July concert Many Hearts, One Voice, with two visiting choruses prior to GALA.

Governance Committee

Ohnmacht thanked people for filling out the Survey. He thanked Cole for compiling the inventory of the demographics for the current Board. The Committee currently has a list of twelve prospective Board members, and Ohnmacht encouraged others to contribute additional names. He gave his appreciation to McGee and Benton for their participation in luncheons with Board prospects.

Ohnmacht discussed the need for an Honorary Board.

Chairman's Report

Streit reported a sense of dynamism, and that we should be very proud of the contributions we make. Our outreach is excellent, including the Cultivation Event.

Following up on the Honorary Board, Streit reported that Jeff Van Luyn approached us about setting it up. It was agreed that Van Luyn would be referred to the Governance Committee which is responsible for Board development.

Streit voiced his enthusiasm for the way the auction is progressing. It will be a dynamic event. He re-emphasized a previous discussion with Board members that this is the one event that each Board member needs to concentrate on through bringing in attendees. He stated that if each Board member brings ten people at \$75, it will account for 1/3 of the revenue.

A revenue generating program for March was to request contributions to cover instrumentalists. This is a great success. For June, we will take a different tact - adopt a child.

Streit raised the possibility of bringing on a Development staff member, and welcomed feedback on this.

Cole praised the Board meeting and the Board's thinking on how to continue to move forward.

President's Report

Reiffer reported how fantastic things were going. There is a high level of participation. Morale is very high.

Marketing Report

Mahaffey is chairing the Marketing Advisory Group. There are six individuals who have agreed to serve. It is a diverse group, representing both men and women; heterosexual as well as Gay members. A dinner will be held shortly, and suggestions solicited on different ways to reach into different markets.

Adjournment

Ohnmacht moved that the meeting be adjourned. Cohen seconded. The motion was carried.

Respectfully Submitted,

Steven J. Herman, Secretary
April 16, 2003